



**BOARD OF SELECTMEN**  
**TOWN OF TEWKSBURY**  
TOWN HALL  
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TEWKSBURY, MASSACHUSETTS 01876

BRUCE PANILAITIS, PH.D., CHAIRMAN  
MARK S. KRATMAN, VICE CHAIRMAN  
ANNE MARIE STRONACH, CLERK  
DAVID H. GAY  
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**MEETING MINUTES**  
**Board of Selectman Work Session**  
**August 22, 2016**

Chairperson Bruce Panilaitis called the meeting to order at 7:02 p.m. Present for the Board of Selectmen meeting were Board Members, Mark Kratman, David Gay, Todd Johnson and Anne Marie Stronach. Richard Montuori, Town Manager and Steve Sedgwick, Assistant Town Manager were also present.  
*Work Session Outline Addendum A*

**Scheduled Items**

**Board of Selectmen's Priorities**

Chairman Panilaitis opened the meeting outlining the overall goals of the working session. He provided minutes from last working session in 2014. The idea was for members to identify their top three priorities. Identify overlaps and provide focus for the Board to prioritize goals. This would allow the Board to work in a unified fashion towards those goals, as well as avoiding overwhelming the Town Manager and his staff with multiple projects.

Mr. Kratman began the discussion pointing out that his main priority is to work with all relevant parties to get Route 38 improved, including repaving, traffic improvements, etc. He informed group that DOT moved Tewksbury's 5 million project down on the list and has no projects on track for Tewksbury until 2021. He urged that board seek assistance from our state delegation. All of the members agreed with his approach.

Mr. Kratman would like to see Town Website and social media utilized to improve communication for residents during emergencies. He believes the new Cable Access will be able to assist with this priority. Mr. Kratman discuss the board continued commitment to improving sidewalk. He reference Safe Route to Schools is a program we should explore to assist with priority and could assist with funding this initiative.

Mr. Gay agrees with all comments on Route 38. Strongly agrees with this priority.

Mr. Gay would like to see the Town Center improvements to provide Town with a center piece for residents and visitors to explore. Ultimately, improving the identity for the Town.

Mr. Gay noted that Tewksbury is set up as a Target Area to increase our economic development. He believes, we need to maximize these opportunities. This sparked much discussion and agreement by the group.

Mrs. Stronach noted that capital improvement projects including MSBA elementary school project, Center Fire Station as well as maintenance of current facilities. Pointing to Town Manager five year plan as a road map.

Mrs. Stronach would like to work to improve residence understanding and transparency of the budget process including enterprise funds and free cash. She recognized that the Town Manager is very conservative with budget in the spring before State Budget is finalized which has resulted in a consistent Free Cash Fund in the last several years. This generated discussion that budgeting is a yearlong process and flowed into her third priority of improved communication and transparency with residences' concerns.

Mr. Johnson agrees with all comments on Route 38. Strongly agrees with this priority. He also believes Tewksbury must self-help and take small bites to improve Route 38.

Mr. Johnson wants to initiation of a Citizens Academy as a means to increase the awareness of how Town government works, as well as provide training for those residents that might want to serve on various committees or other volunteer opportunities in Town. He feels this could be an extension of the neighborhood meeting.

Mr. Johnson in response to the increase in residential development recognized the need for zoning bylaw committee which is now in process. Members agree this is an important issue to keep on track.

Mr. Panilaitis agrees that the improvements to Town Center need to continue to be a focus. He wants Board to work with State Delegation to support State Aide to fund Town Center Fire Station. Board member agreed.

Mr. Panilaitis supports the Citizens Academy as a avenue to address his priority of educating residents. Suggesting that the possibility of taping You Tube video to provide education of town affairs to residents as a means to improve communication which is always a work in progress for the Board. He would also like to see a quarterly newsletter for the community.

Mr. Panilaitis also wants to prioritize zoning. He pointed to the work being taken on by the Zoning by Law committee as an important task. He is concerned the specific-use and "by-right" zoning leaves the impression that builder get what they ask for. He is welcoming the online permit application which is in the beginning stages of implementation as a tool to improve the permitting process.

Richard Montuori noted all priorities have been discussed before and specifically called out Route 38, sidewalks, economic development, and communication of the budget and agreed with all priorities.

Other items discussed

CDM Water Master Plan

Budget Policies and Fiscal Philosophy

Schedule State Delegation Meeting to discuss and gather support for Priorities

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***Adjournment***

**MOTION:** Mr. Gay made the motion to adjourn; Mr. Kratman seconded, and the vote was unanimous at 8:37 p.m.

***Approved by the Board of Selectmen September 13, 2016***